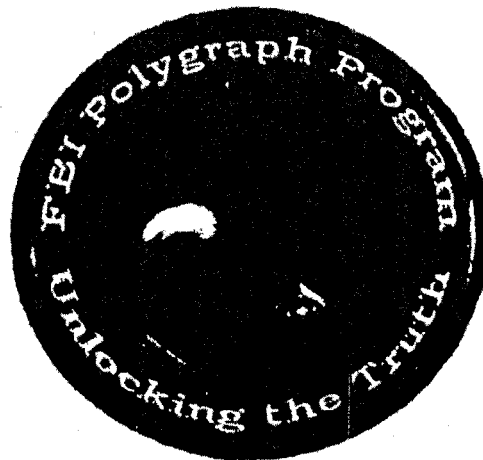


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FBI POLYGRAPH EXAMINER MANUAL

ALL INFORMATION CONTAINED HEREIN
IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

CLASSIFIED BY: 4322/SEL
REASON: 1.5(c)
DECLASSIFY ON: X-1

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[REDACTED]		b7E
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Chapter 14	Applicant Matters	
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Chapter 1

Introduction

A. The Polygraph Examiner Manual serves as a reference guide for FBI polygraph examiners. It outlines general policies, procedures, guidelines and formats to be utilized by FBI polygraph examiners.

1. Polygraph is accepted as a valuable investigative tool within the FBI and polygraph community throughout the federal government. As with any discipline, established, standardized methodologies must be implemented to assure proper application. The procedures in the FBI Polygraph Examiner Manual detail polygraph standards as approved by the FBI and generally taught by the Defense Academy for Credibility Assessment (DACA) through the Department of Defense.

2. To ensure standardization consistent with the unique requirements of the FBI, the procedures in the manual should be followed as closely as operational requirements allow. These standards will help to ensure that the polygraph technique is utilized in the most professional manner possible while maintaining an effective investigative aid.

B. Classification.

All information contained herein is classified, except where shown otherwise. Appropriate security should be provided and the information set forth in this manual is not to be released to any unauthorized agency or individual.

C. Changes and Amendments.

It will be the responsibility of the FBI Polygraph Unit to incorporate changes and amendments as they occur via the Polygraph Unit's shared drive. Any questions regarding the contents of this manual should be referred to the FBIHQ Polygraph Unit at (202) 324-2985.


D. Definitions.

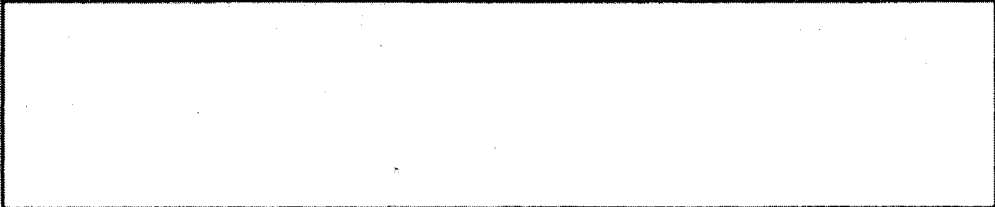
1. Polygraph Examination: A process that encompasses all activities that takes place between a polygraph examiner and an examinee during a specific series of interactions. These interactions may include the pretest interview, the use of the polygraph instrument to collect physiological data from the examinee while presenting a series of tests, the test data

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analysis phase, and the post test phase, which may include the interrogation of the examinee.


2. Specific Issue Polygraph Examination: A polygraph examination conducted to resolve a specific issue, e.g., criminal, espionage, sabotage, or source validation.

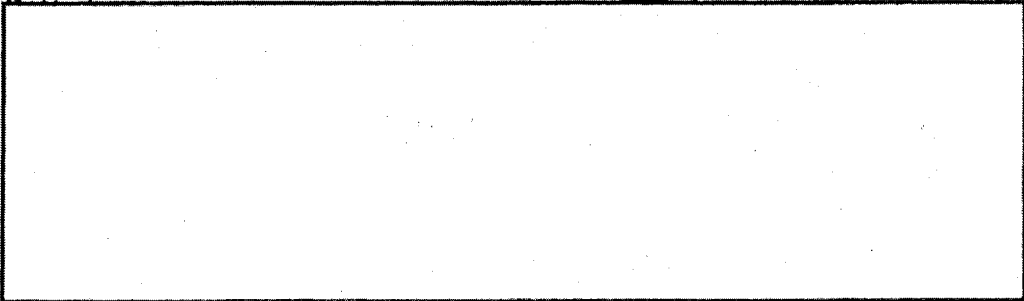
3. Polygraph Instrument: 



4. Polygraph Examiner: Someone who has successfully completed formal education and training in conducting polygraph examinations and is certified by his/her agency to conduct such examinations.

5. Polygraph Report: A polygraph document that may contain identifying data of the examinee, a synopsis of the basis for which the examination was conducted, the relevant questions utilized, and the examiner's conclusion.

6. Polygraph Management Structure: 



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Chapter 2

Quality Control

A. Scope.

This guide establishes the essential elements for Quality Control (QC) within the FBI.

B. Background.

The purpose of FBI QC is to ensure standardization in the conduct of polygraph examinations administered by FBI Examiners. FBI QC procedures for the technical supervision of polygraph Examiners ensure ethical, professional, and technical standards are maintained.

C. Administration of FBI QC.

1. QC Program: The FBI Polygraph Unit has designated that all operational and program polygraph examinations are QC'd by either a FBIHQ Polygraph Supervisor or the Regional Manager responsible for the polygraph examiner within their respective region. FBI

2. Technical Supervision of Polygraph Examiners:

3. QC Supervision: The FBI QC of polygraph examinations is under the supervision of the Polygraph Unit Chief who acts as the Polygraph Program Manager.

4. QC Personnel: QC procedures are accomplished by designated, experienced, supervisory Polygraph Examiners.

a. Personnel assigned responsibilities of FBI QC have demonstrated the required competency to act as a certified Polygraph Examiner.

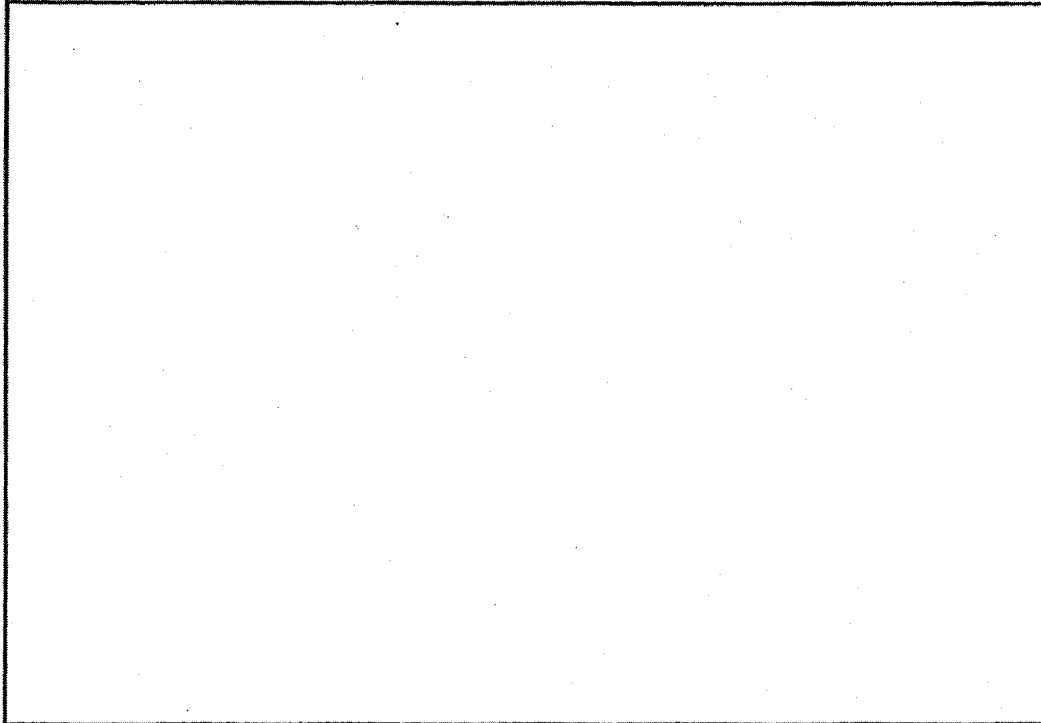
b. FBI QC personnel have a grade level commensurate with their authority, responsibility, and technical abilities.

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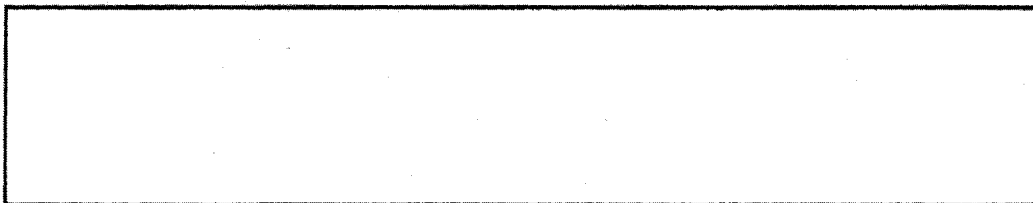
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D. QC Procedures.



2. Independent and Objective QC: FBI QC procedures are independent and objective, without undue influence of the original Examiner or other sources.

3. QC Review: All polygraph reports, technical documents, and charts undergo a QC review to ensure satisfactory tracing quality and correctness of the rendered opinion.



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6. QC Review Indicated: Each completed polygraph examination will contain a summary report (FD-498) with a designation by the QC Reviewer that a QC review of the examination has been completed.

E. Polygraph Approval Procedures.

1. Approval Authority: The Director of the FBI is the approving authority for polygraph examinations. The Director has delegated such authority as follows:

4. Non-Administrative Matters: The Assistant Director in Charge/Special Agent in Charge, or persons acting in that capacity, for polygraph examinations in connection with an ongoing non-administrative Bureau investigation.

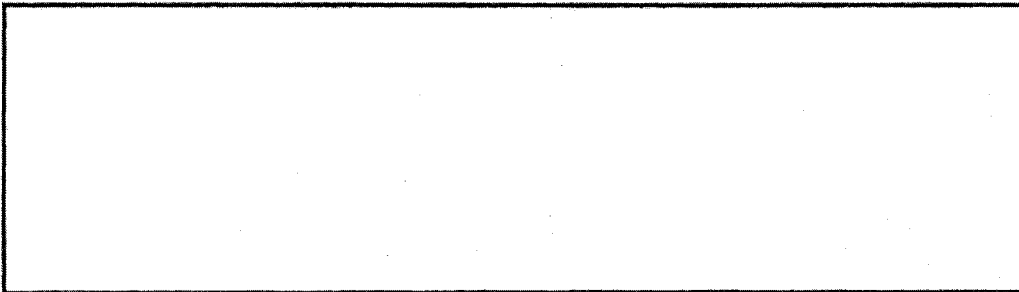
5. Non-Federal Matters: The Assistant Director in Charge/Special Agent in Charge, or persons acting in that capacity, with the concurrence of the Polygraph Unit Chief, for polygraph examinations in connection with an ongoing non-federal criminal investigation.

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8. All requests and approvals for operational polygraph examinations, as well as a copy of the final report for all polygraph examinations must be documented in the substantive case file in which the exam is conducted. Filing to the substantive case file should be performed after the test has been QC'd. Once the examination has been QC'd by a Polygraph Unit supervisor or RPPM, the final polygraph reports will be forward electronically to the examiner who conducted the examination. It is the responsibility of that examiner to provide the documents to the case agent for uploading to the substantive case file.

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Chapter 3

Defense Academy for Credibility Assessment Quality Assurance Procedures

A. Scope.

This chapter explains the Defense Academy for Credibility Assessment (DACA) Quality Assurance Program (QAP).

B. Background.

In order to implement federal minimum quality assurance standards, federal polygraph program managers and DACA developed the QAP.

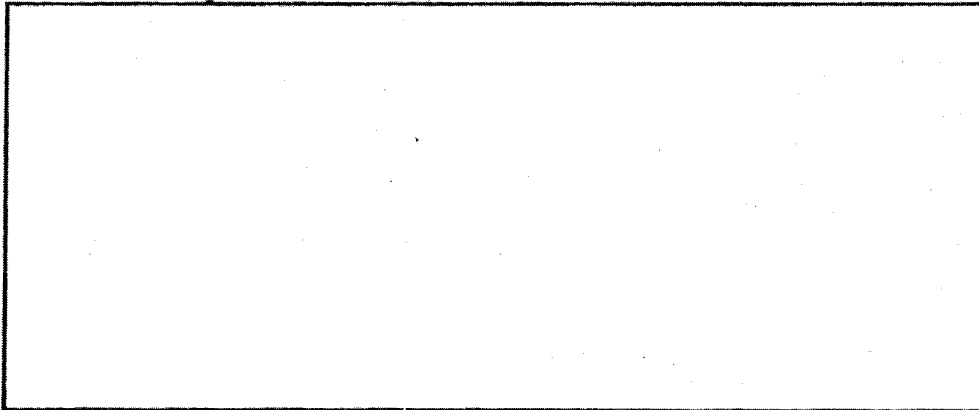
C. Responsibilities.

DACA is responsible for maintaining a QAP. The QAP should inspect the procedures of all federal polygraph agencies to ensure that ethical, professional and technical standards are maintained.

D. Standards.

The QAP inspections will be based upon the standards established in the Federal Polygraph Handbook and FBI Polygraph Manual, which include the policies and procedures established by the FBI. The scope of an inspection may be expanded only upon a request from the inspected agency. The scope of an expanded inspection shall be agreed upon beforehand with the program manager.

E. Inspection Format.



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3. Exit Briefing: A draft report will be provided to the FBI during an exit briefing at the completion of the on-site inspection by the QAP inspectors.

F. Inspection Report.

1. Response to Recommendations: A final report of inspection will be forwarded to the FBI Polygraph Program Manager. The Polygraph Unit Chief currently holds this position. The inspected agency shall respond, in writing, to the Director, DACA, to recommendations noted in the final inspection report.

2. Final Disposition - Concurrence: In those instances wherein the QAP inspectors and the inspected agency concur that all recommendations have been satisfied, the compliance with these standards will be attested to, in writing, by the Director, DACA.

3. Final Disposition - Nonconcurrence: In those instances in which the QAP inspectors and the FBI do not concur on the findings of the inspection, the issues of disagreement will be forwarded through the Director, DACA, to the Polygraph Unit Chief with a copy to the FBI Section Chief, Internal Security Section, Security Division, FBIHQ.

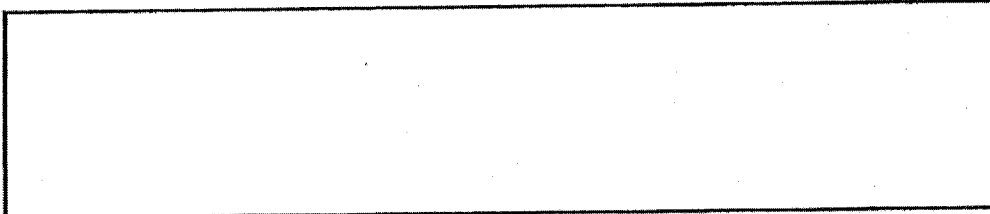
G. Re-inspection.

When necessary, a re-inspection will occur within six months, unless specifically declined by the agency.

H. Biennial Inspections.

The QAP inspectors will review the FBI polygraph program QC procedures biannually.

I. Personnel.



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Chapter 4

Test Question Construction

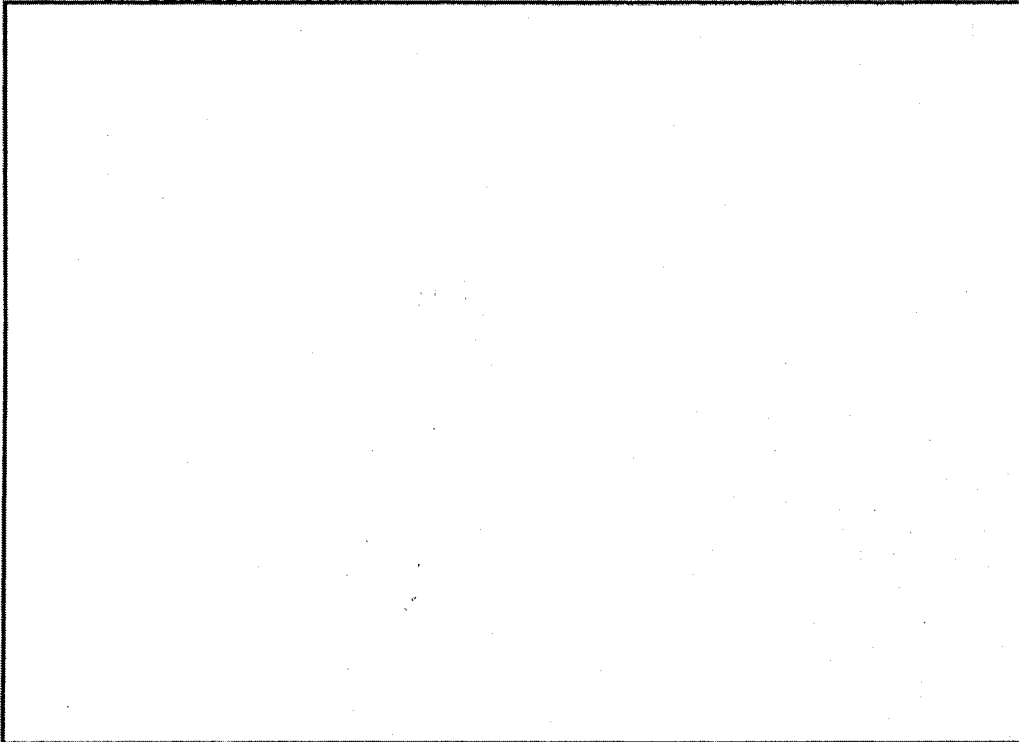
A. Scope.

This guide establishes essential elements for test question construction for the FBI.

B. Background.

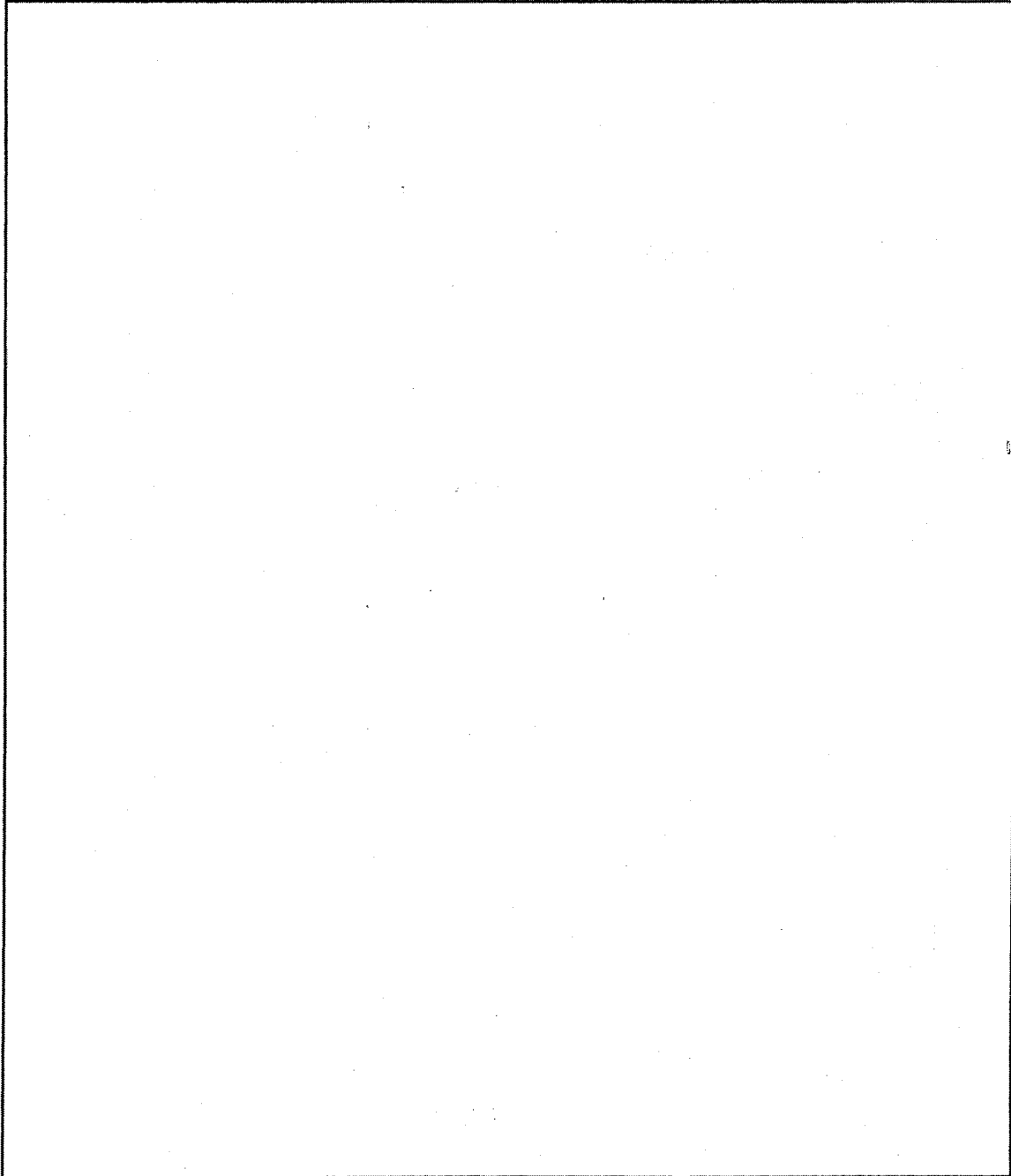
A test question is a specifically designed question posed to an examinee during the data collection phase of a polygraph examination. Test questions are designed to maximize differences in the elicited response patterns between truthful and deceptive examinees. There are several types of test questions used in polygraph testing.

C. Question Types.



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Examples:



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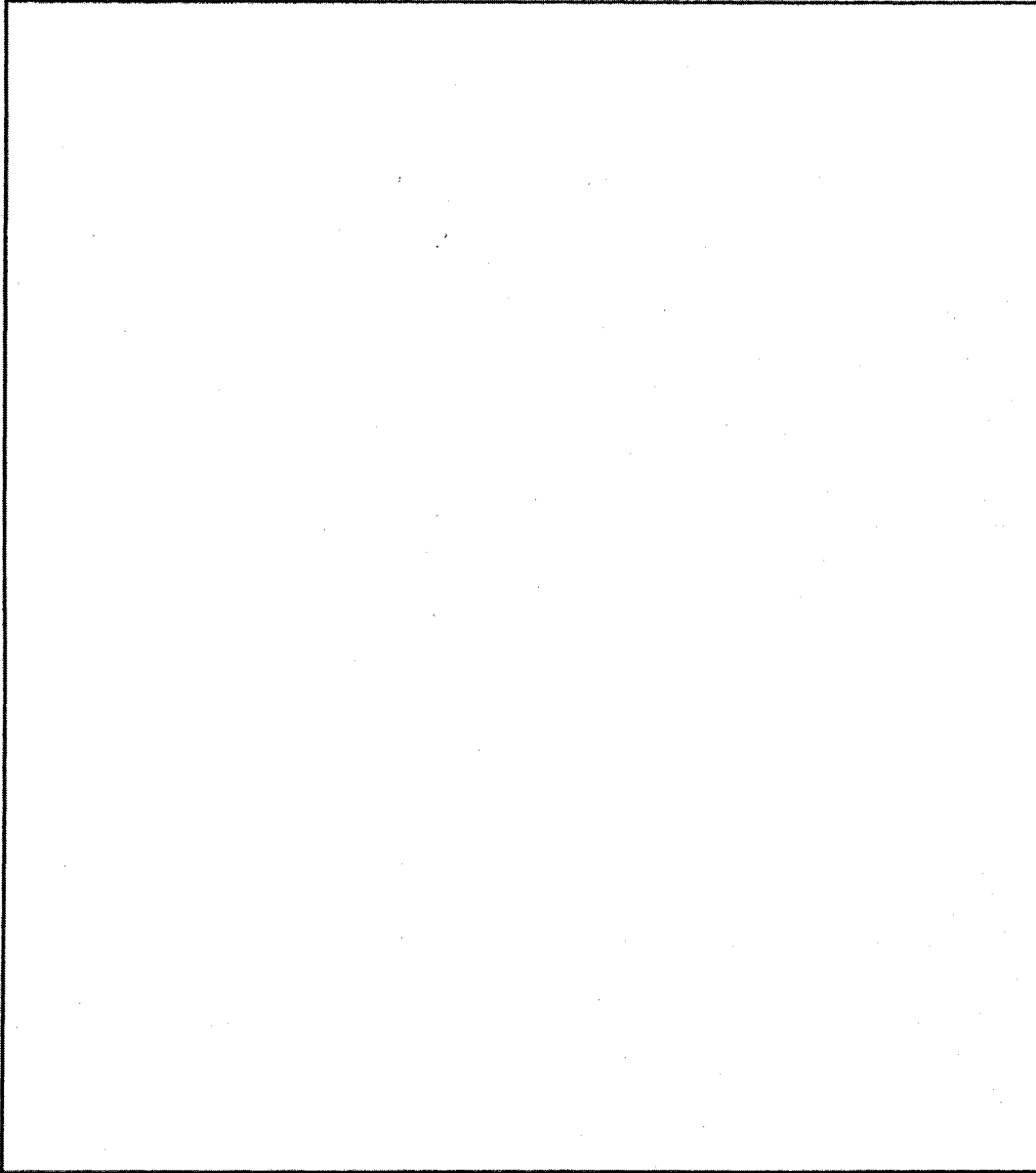


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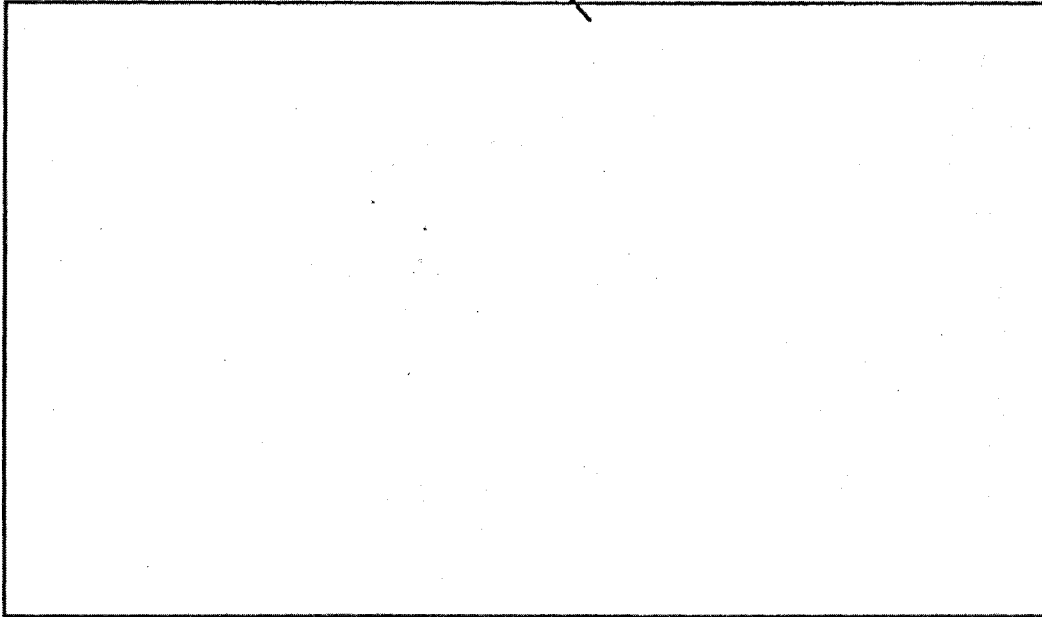
Chapter 5

Test Data Analysis

A. Scope.



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6. Reporting of Results: Information regarding the examination should not be provided to any interested party. No result is considered final until it has been quality controlled (QC'd) by the appropriate polygraph manager.

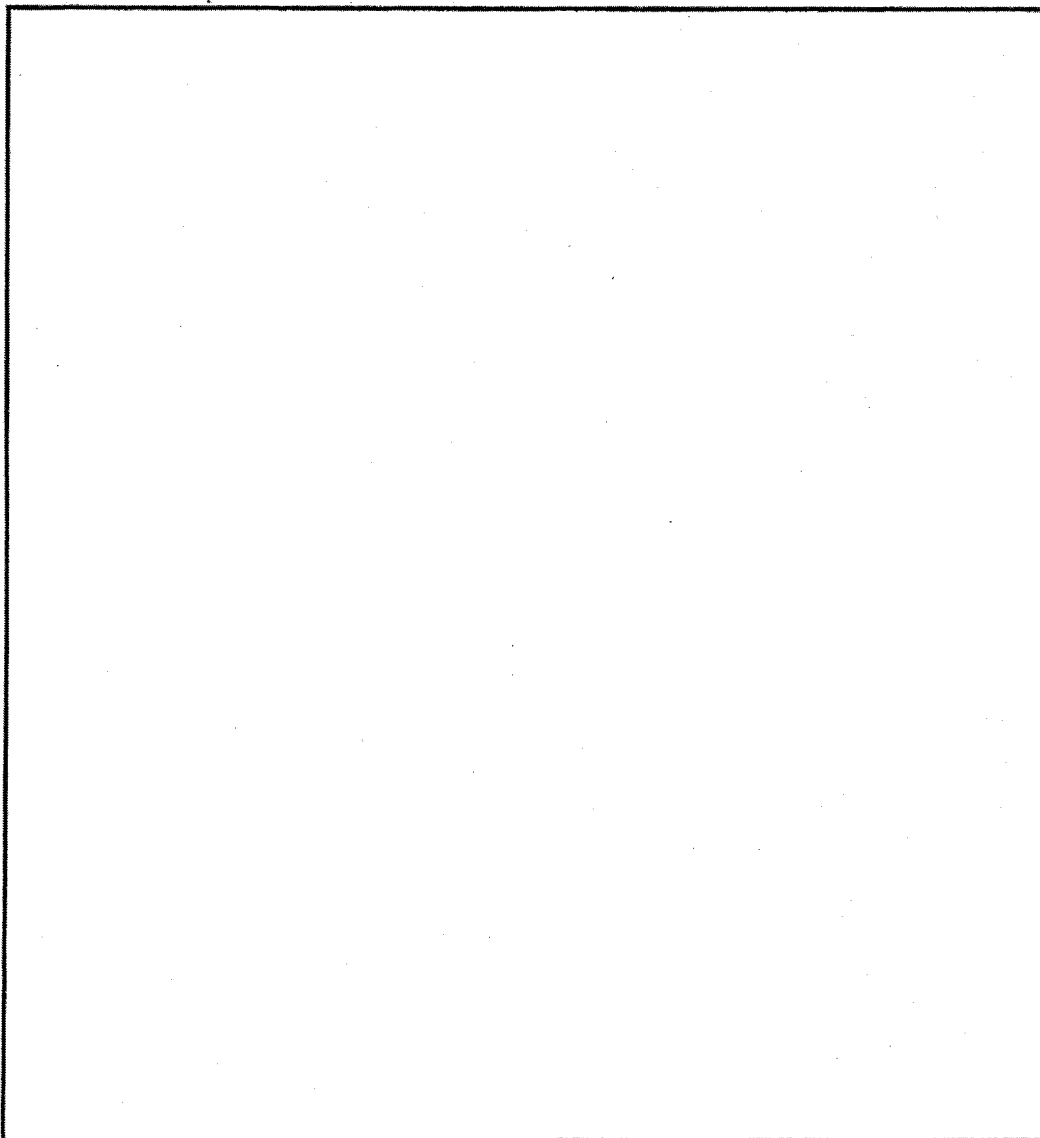
7. When submitting the polygraph report for QC review, the examiner should ensure that an appropriate electronic score sheet is also included.

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Chapter 6

FBI Modified General
Question Test

A. Scope.



NOTE



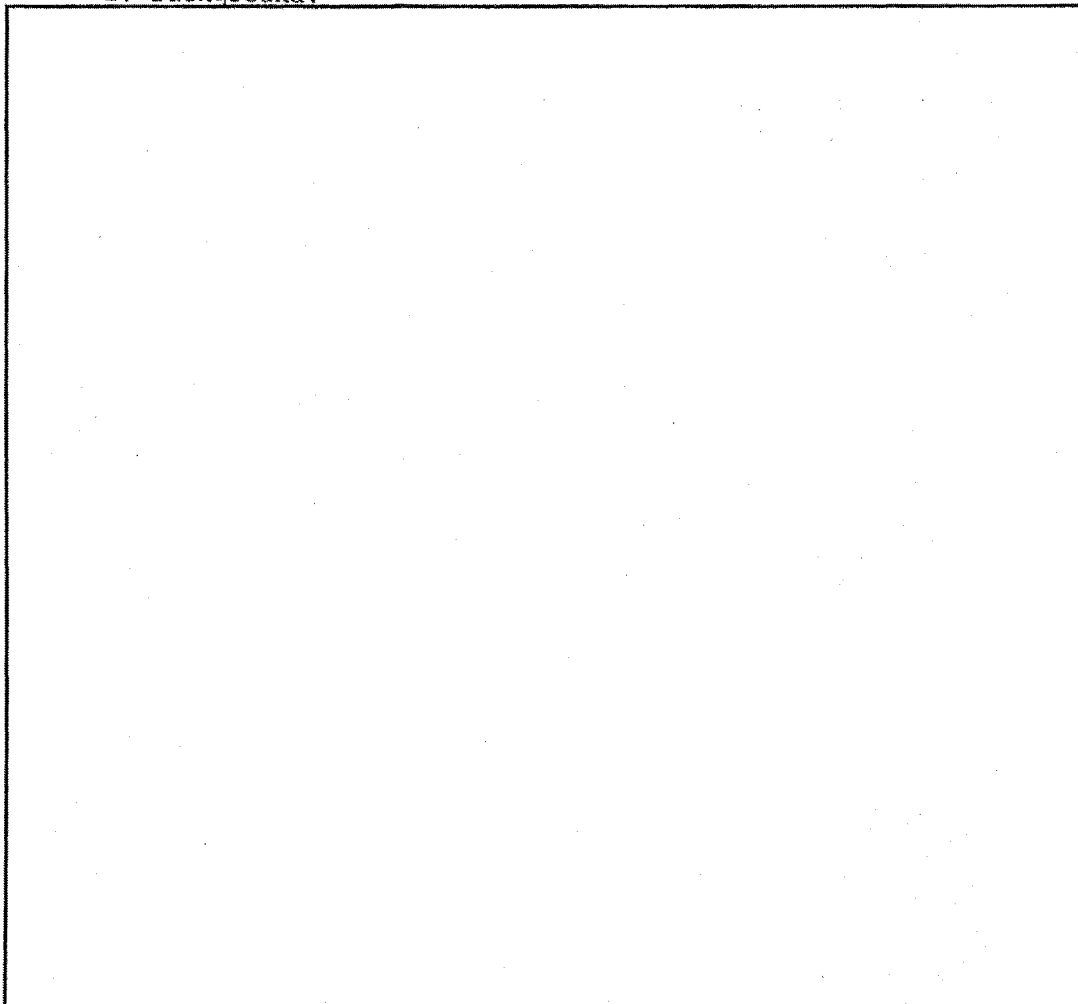
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Chapter 7

FBI Acquaintance (ACQT) Test

A. Scope.

This guide establishes essential elements for the conduct of the FBI ACQT test.

B. Background.



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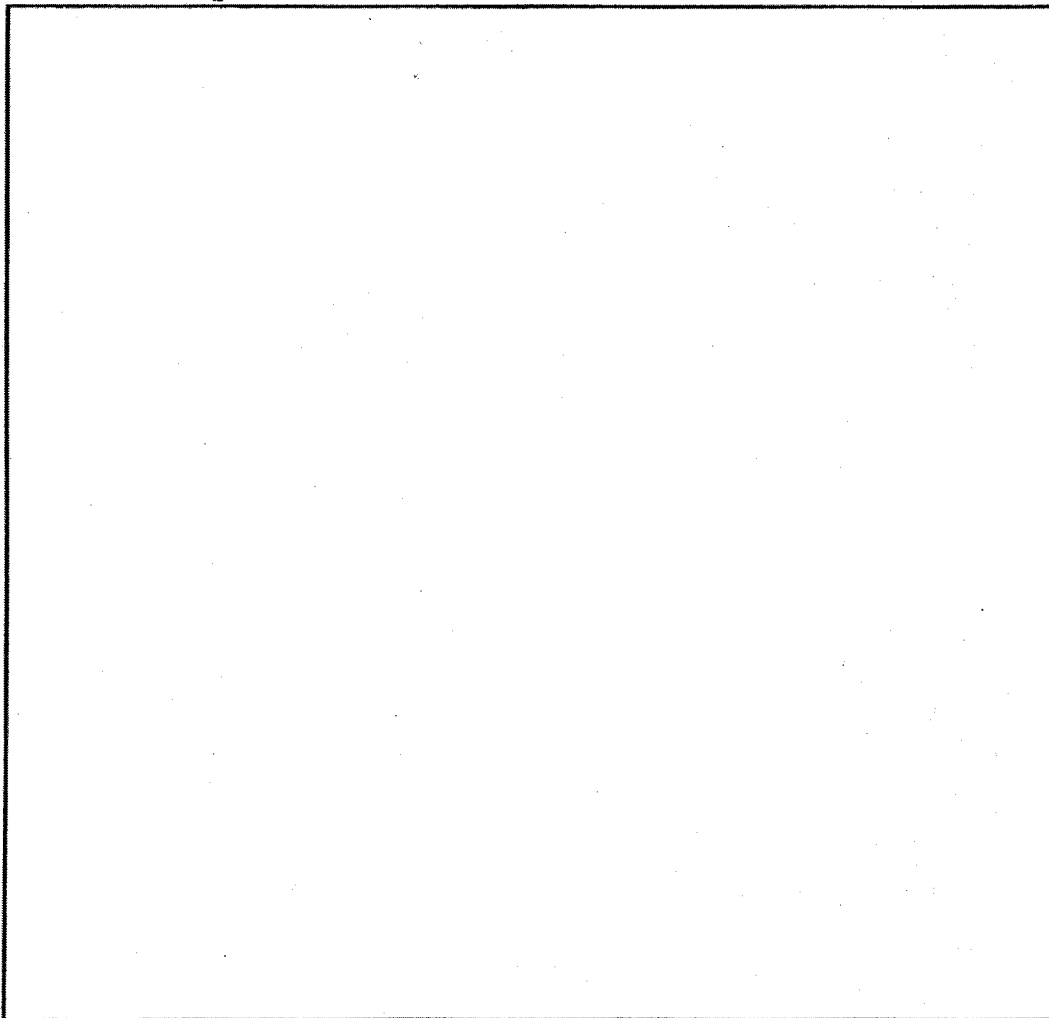
Chapter 9

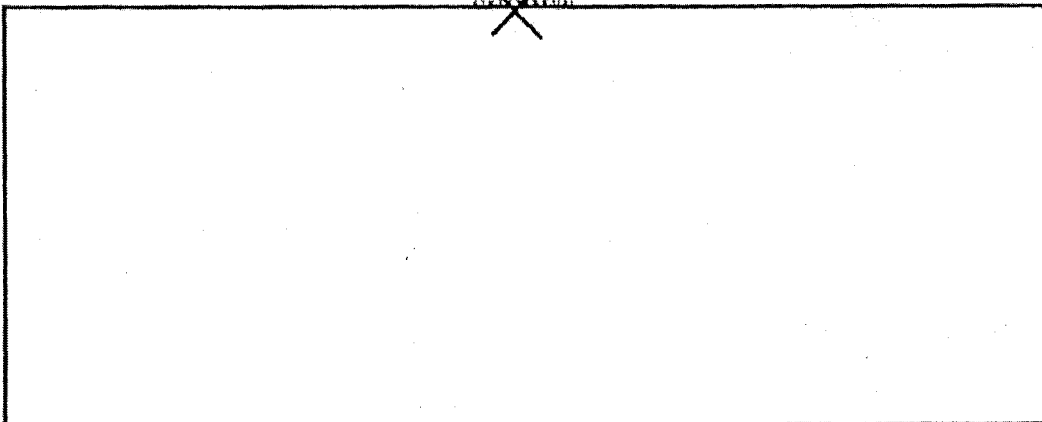
Criminal Testing

A. Scope.

This section establishes guidelines for conducting operational polygraph examinations in support of the FBI polygraph program.

B. Background.





6. Only Bureau polygraph examiners are to be used in FBI cases.

7. It is highly recommended that FBI language specialists be utilized as translators when required.

D. Legal Representation of Examinees.

In criminal matters, if requested, the examiner may discuss the examination with the examinee's attorney. Though not encouraged, the attorney may observe the examination, if the facility has that capacity. The attorney is not allowed in the room where the examination is being conducted.

E. Pretest Interview.

During the pretest interview in criminal matters, the following items, at a minimum, are to be covered with the examinee.

The examinee will be advised:

1. Of his or her legal rights in accordance with established FBI policies using an FD-395 (Advise of Rights) form. Both the examinee and the examiner should sign the form. The form should be witnessed when operationally feasible.
2. That the examination will be conducted only with the examinee's consent. An FD-328 (Consent to Interview with Polygraph) form should be reviewed and signed by the examinee and the examiner.
3. When completing the FD-328 the examinee should be advised whether the examination room contains any observation or recording devices, and whether the conversation or exam will be monitored or recorded. The appropriate boxes should be checked on the form to document any monitoring or recording.

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4. The examinee should be advised of the matter to be addressed during the examination. All test questions are to be reviewed with the examinee prior to the administration of the exam.

5. The final examination report should identify and describe the consent forms in the body of the Polygraph Report (FD-498).

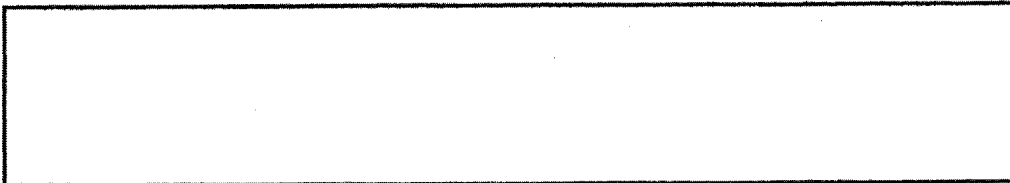
F. Reporting Procedures.

The following procedures shall apply in reporting the results of the polygraph examination:

1. The report, to include the FD-497, FD-498, numerical analysis worksheet, consent forms, any written statements and all charts, should be forwarded electronically to the appropriate Polygraph Supervisor or Regional Manager within 5 working days following the completion of the examination for quality control (QC) review.

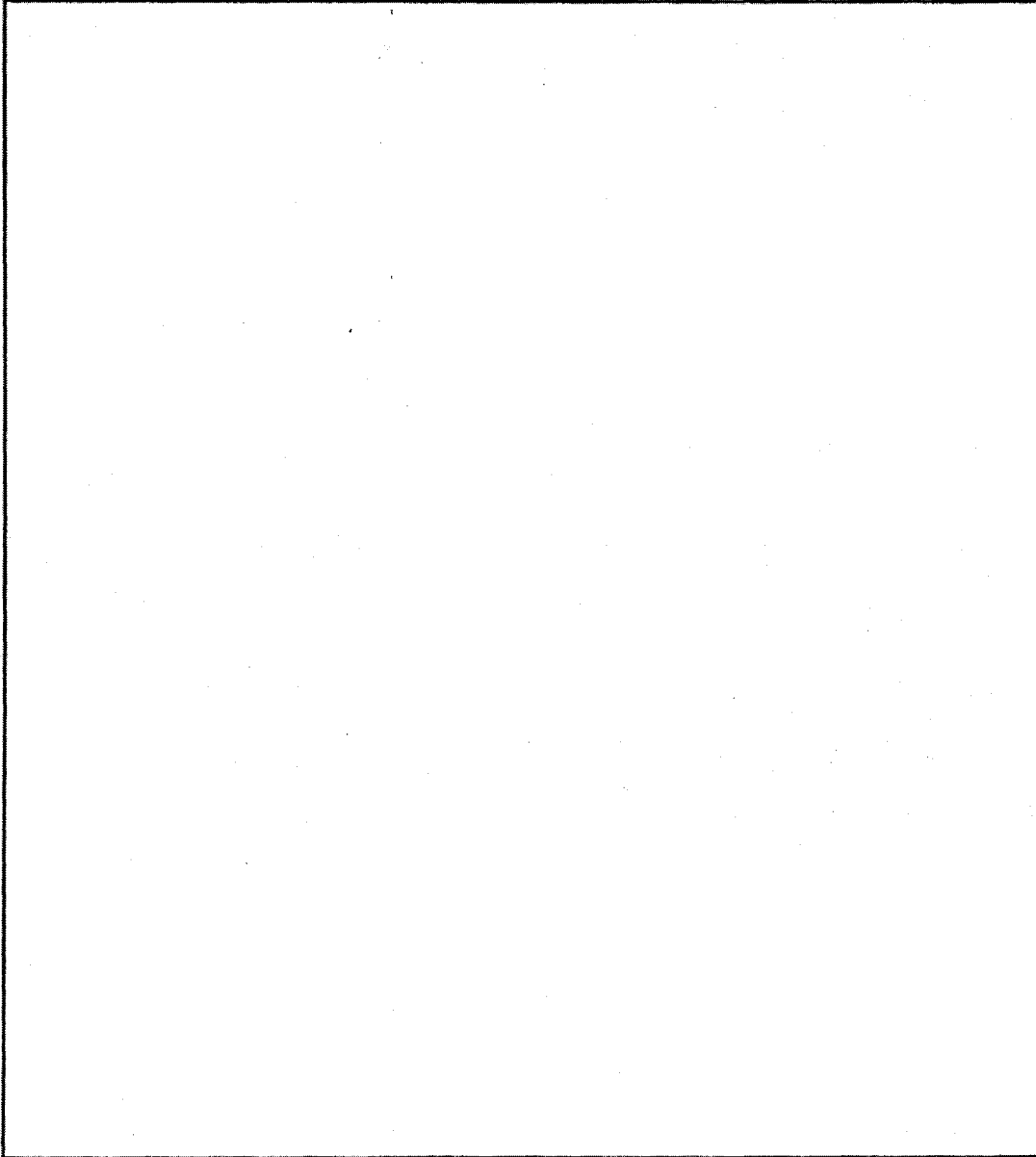
2. The mandatory forms for all criminal testing are the FD-497, FD-498, FD 328, numerical analysis worksheet, any statements, and all polygraph charts. Those items should be forward for QC to FBIHQ or the appropriate Regional Manager in an electronic format. Once the QC process is complete an Adobe formatted package containing the FD-328, FD-498, and any statements will be sent electronically to the examiner who conducted the exam. Hard copies of the documents should provided to the case agent for inclusion in the case file. The electronic PDF folder should be uploaded to ACS.

3. If an FD-302, confession or supplement to the application is prepared in conjunction with the polygraph report, the text of the statement, verbatim, should be included in the FD-498. Any "hard copy" documents obtained during a criminal examination should be placed in an FD-340 (1A) envelope and maintained in the field officer where the examination was conducted.



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SAMPLE COMPARISON QUESTIONS BY TOPIC



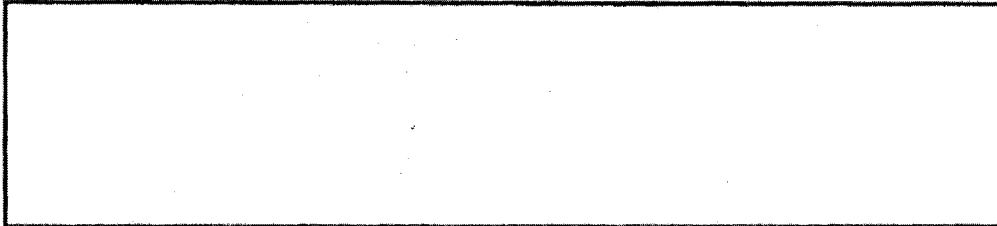
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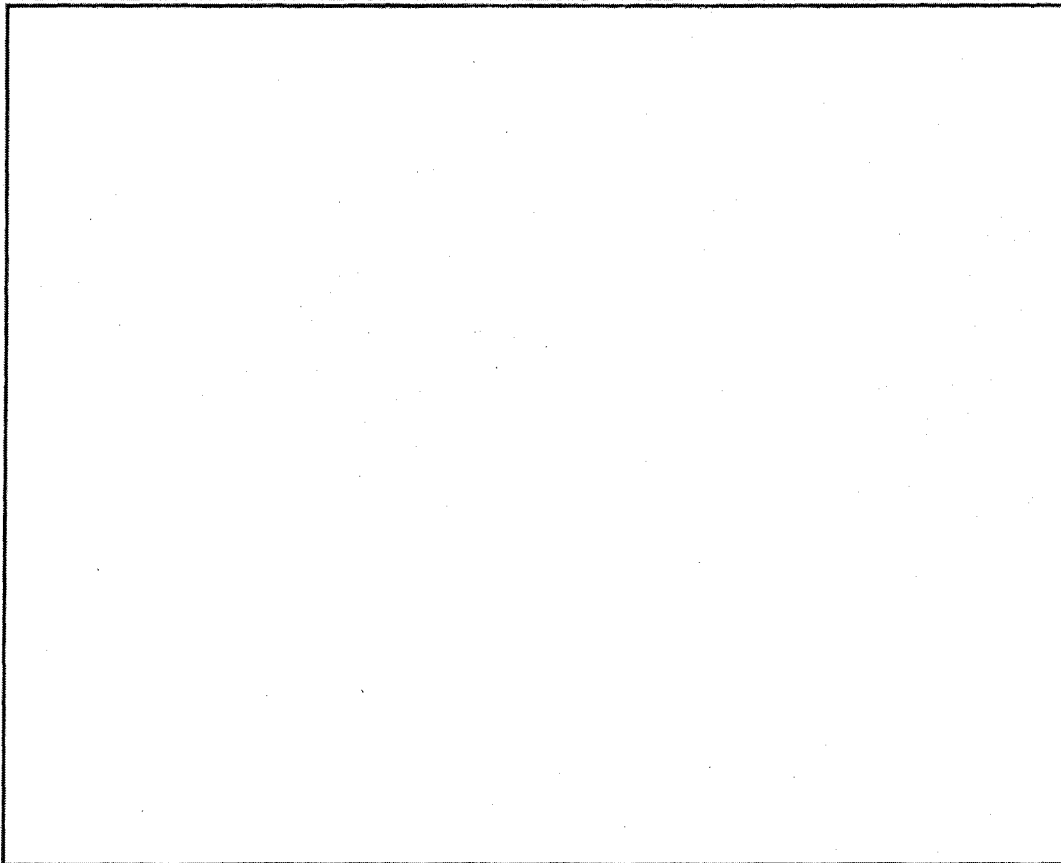
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Chapter 10

Foreign Counter
Intelligence Testing

National Foreign
Intelligence Program

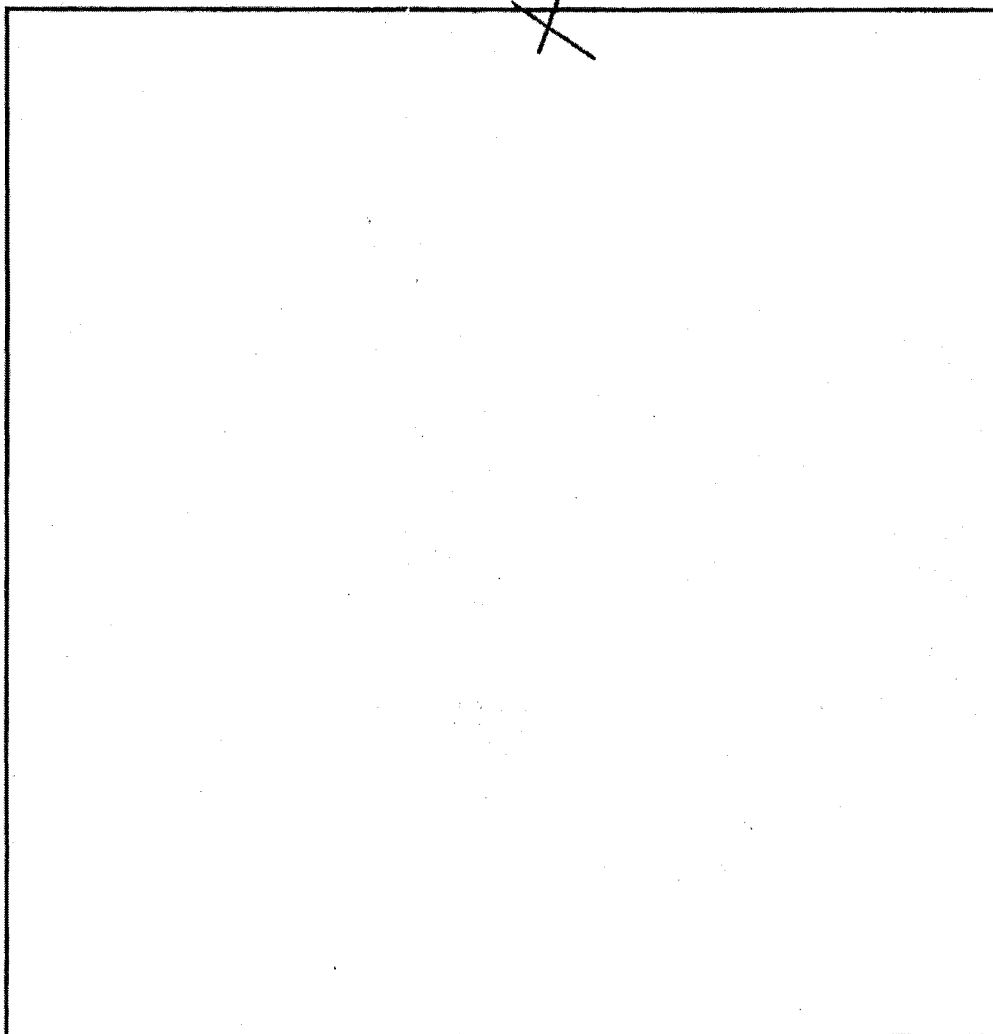


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F. Examples of Suggested Relevant and Comparison Questions
are located in the appendix to this chapter.

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Chapter 11

Personnel Security Polygraph Program (PSPP)

A. Personnel Security Polygraph (PSP).

The PSP is a counterintelligence (CI) focused polygraph of any on-board Bureau or non-Bureau personnel (or individuals in post applicant processing) who have access to FBI information.

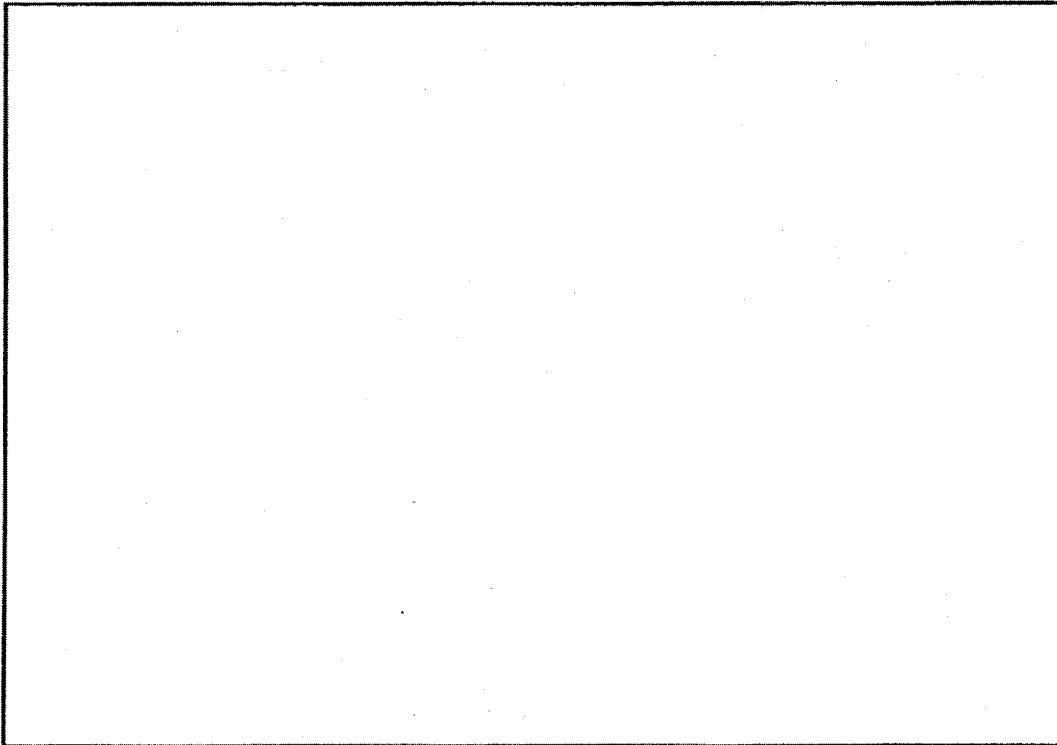
B. Purpose.

The purpose of the PSPP is to augment the FBI personnel security process by way of conducting CI focused polygraph examinations of all Bureau and non-Bureau personnel with access to sensitive and/or classified FBI information or programs.

C. Personnel to be Tested.

All Bureau agents, support employees and non-Bureau personnel, contractors and state/local/federal representatives having access to sensitive and/or classified FBI information or programs are subject to a PSP.

D. Reciprocity.



END

POLYGRAPH EXAMINATION WORKSHEET

Date of Report MM/DD/YYYY		Examination Date MM/DD/YYYY		Examiner Examiner Name	
Case ID # Case Number		Location of Examination Location of examination			
Examination Requested by FBIHQ					
Examinee Name (Last, First, Middle) Examinee Name					
Date of Birth MM/DD/YYYY		Place of Birth Place of birth			
HT HT (5'8")	WT WT 190	Sex (Male)	Age (52)	SSN XXX-XX-XXXX	Marital Status
Current Address				Phone Number XXX-XXX-XXXX	
Previous Examination Note previous exams and the results				Retest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Education (Total Years) (Degrees Obtained)					
Highest Level: List highest level of education					
Fed. History:					
Access to Class. Info.:					
Health/Medication/ ETC/Terror. Org. (Note: No contact or list out the type of contact.)					
Meds: (List medications the employee is taking)		Health: (List health. Good, excellent, poor, etc)		Sleep: (ex: 8 hrs)	
Arrests/Convictions (EX: List any arrests and/or convictions.)					
Criminal FC/TLR Applicant OPR	PSP WT/SEC Outside Agency	Date: 04/13/2010	Time In: 1:25 pm	Time Out: 2:20 pm	
		Date:	Time In:	Time Out:	
		Date:	Time In:	Time Out:	
Number of Series		FBI MGQT	POT	Other	Total
Number of Charts					
Instrument Type		Serial Number			
Examination Results					
Series I	NDI/DI/INC	Series II	Series III	Series IV	Series V
Additional Information Obtained? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Pre-Test Admission <input type="checkbox"/>		Pre-Test Confession <input type="checkbox"/>			
Post-Test Admission <input type="checkbox"/>		Post-Test Confession <input type="checkbox"/>			
Comments					

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FEDERAL BUREAU OF INVESTIGATION
POLYGRAPH REPORT

POLYGRAPH RESULTS			FOR FBIHQ USE ONLY	
Series Type:	Series #:	Results:	Re-Test: <input type="checkbox"/> (Yes)	
			Countermeasures strongly suspected or confirmed: <input type="checkbox"/> (Yes)	
			Recommend no further testing: <input type="checkbox"/> (Yes)	
REVIEWED BY: _____			DATE: _____	

Date of Report MM/DD/YYYY	Date of Examination MM/DD/YYYY	Case ID # Case Number	Examiner's Name (Title First Last) Examiner Name
Field Office/Agency Requesting Examination FBIHQ		Authorizing Official Director, FBI	Date Authorized 03/16/2001
Examinee's Name (Last, First, Middle) [REDACTED]		Date of Birth (mm/dd/yyyy) MM/DD/YYYY	SSN (xxx/xx/xxxx) XXX-XX-XXXX

Case Title:

[REDACTED]

Case/Examination Synopsis:

This examination was conducted in connection with the FBI's personnel security polygraph program. The following relevant questions were asked during the examination for [REDACTED]:

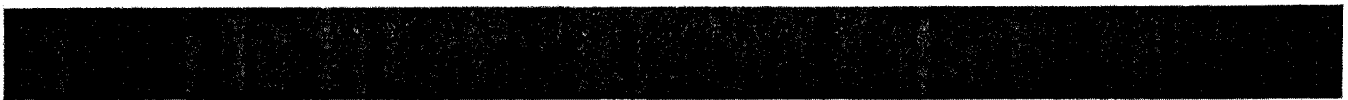
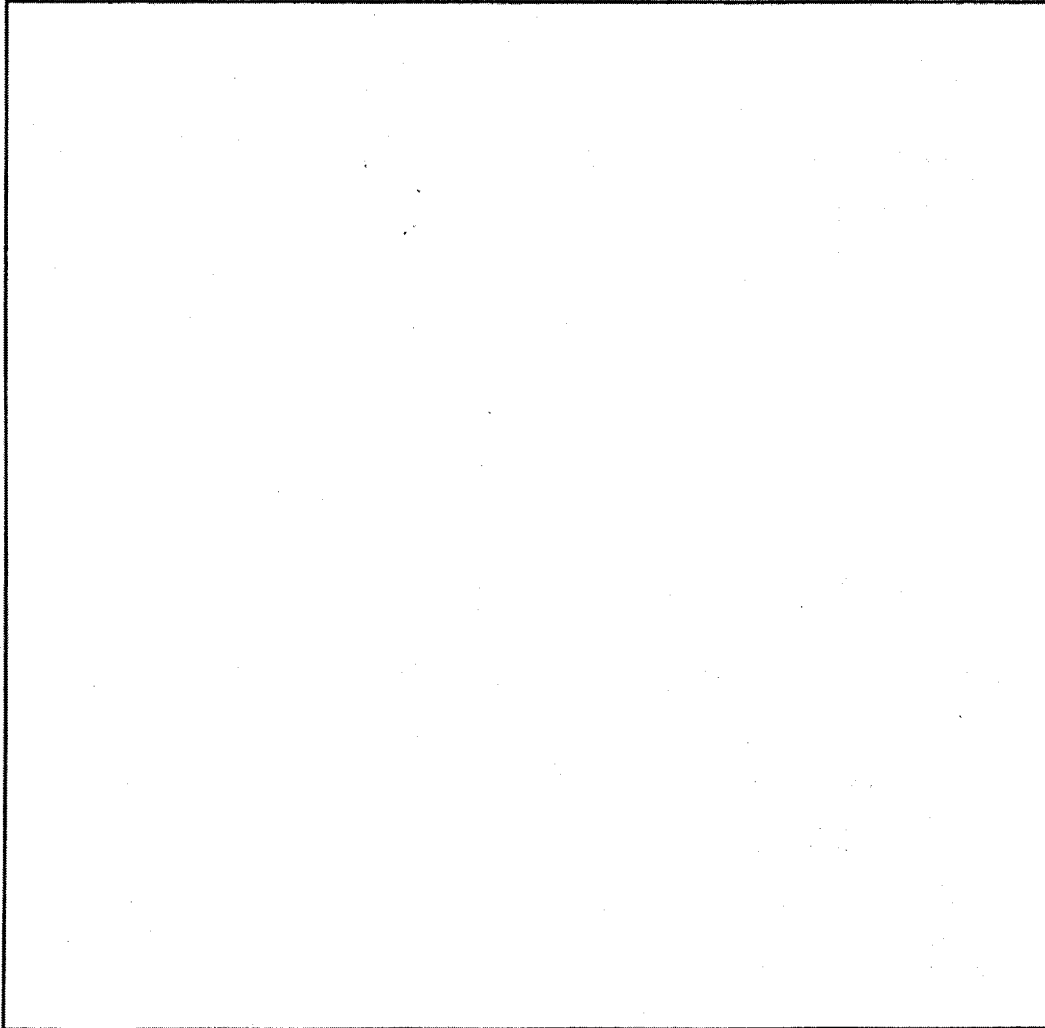
[REDACTED]

The results of this examination are located in the header of this report.

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Chapter 12

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A. Scope.



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POLYGRAPH EXAMINATION WORKSHEET

Date of Report		Examination Date		Examiner	
Case ID #				Location of Examination	
Examination Requested By FBIHQ					
Examinee Name (Last, First, Middle)					
Date of Birth		Place of Birth			
HI	WI	Sex	Age	SSN	Marital Status
Current Address				Phone Number	
Previous Examination				Retest <input type="checkbox"/> Yes <input type="checkbox"/> No	
Education (Total Years _____) (Degrees Obtained)					
Employment/Military					
Health/Medication					
Arrests/Convictions					
Criminal <input type="checkbox"/>	PSP <input type="checkbox"/>	Date _____	Time In _____	Time Out _____	
FCL/IER <input type="checkbox"/>	WITSEC <input checked="" type="checkbox"/>	Date _____	Time In _____	Time Out _____	
Applicant <input type="checkbox"/>	Outside Agency <input type="checkbox"/>	Date _____	Time In _____	Time Out _____	
OPR <input type="checkbox"/>		Date _____	Time In _____	Time Out _____	
Number of Series	FBI MCQT	POT	Other	Total	
Number of Charts					
Instrument Type			Serial Number		
Examination Results					
Series I _____	Series II _____	Series III _____	Series IV _____	Series V _____	
Additional Information Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Pre-Test Admission <input type="checkbox"/>	Pre-Test Confession <input type="checkbox"/>				
Post-Test Admission <input type="checkbox"/>	Post-Test Confession <input type="checkbox"/>				
Comments COMPLETE ALL PORTIONS OF THE FD-497					

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CHAPTER 13
Countermeasures

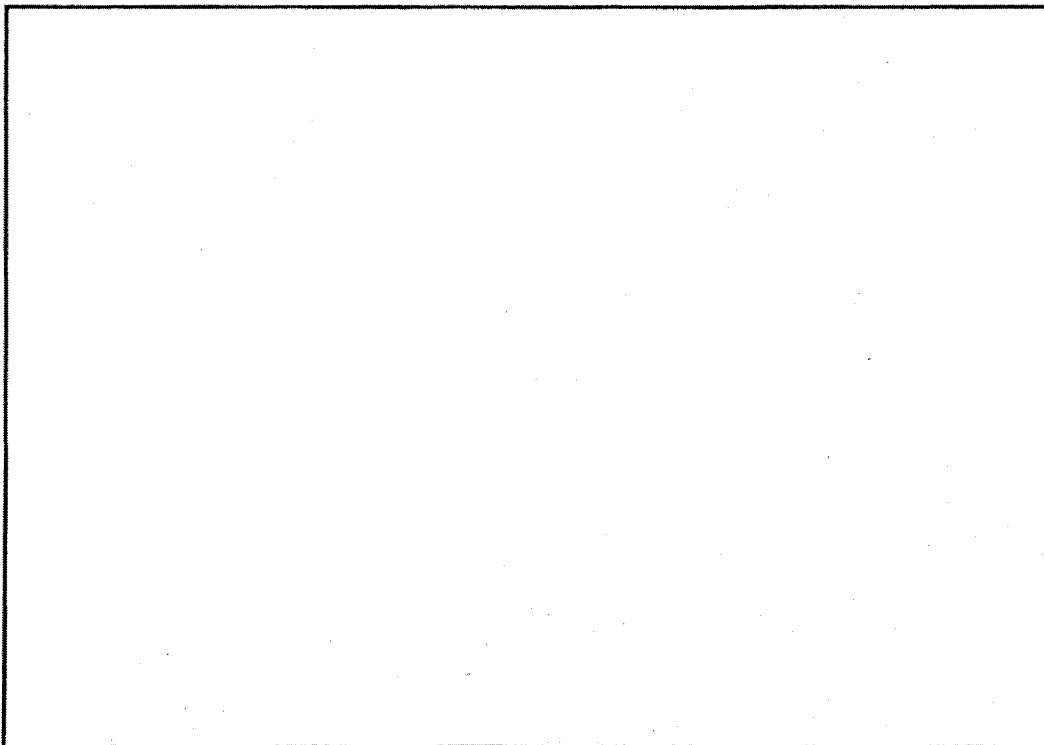
A. Scope.

This portion of the handbook discusses categories, protocols and reporting formats for suspected or confirmed countermeasures (CM).

B. Countermeasures Defined.

1. CM are those deliberate techniques a subject uses in an attempt to appear nondeceptive when physiological responses are being monitored during a polygraph examination. The techniques may be used by the deceptive examinee to defeat the polygraph, or to help ease the nervousness of the non-deceptive examinee.

CATEGORIES:



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CHAPTER 14

Applicant Polygraph Testing

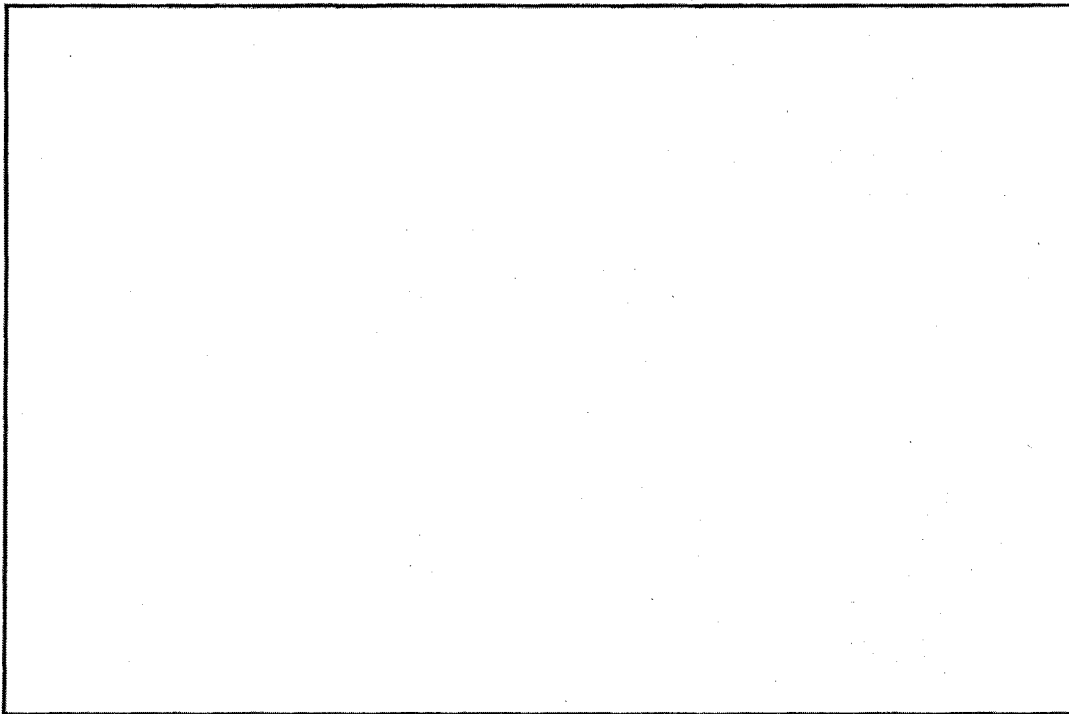
A. Scope

This guide establishes the parameters for conducting applicant testing for the FBI.

B. Background

Applicant examinations were authorized and implemented by the FBI Director in March of 1994. All candidates for FBI employment must successfully pass the FBI's applicant pre-employment polygraph.

C. Testing



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Appendix

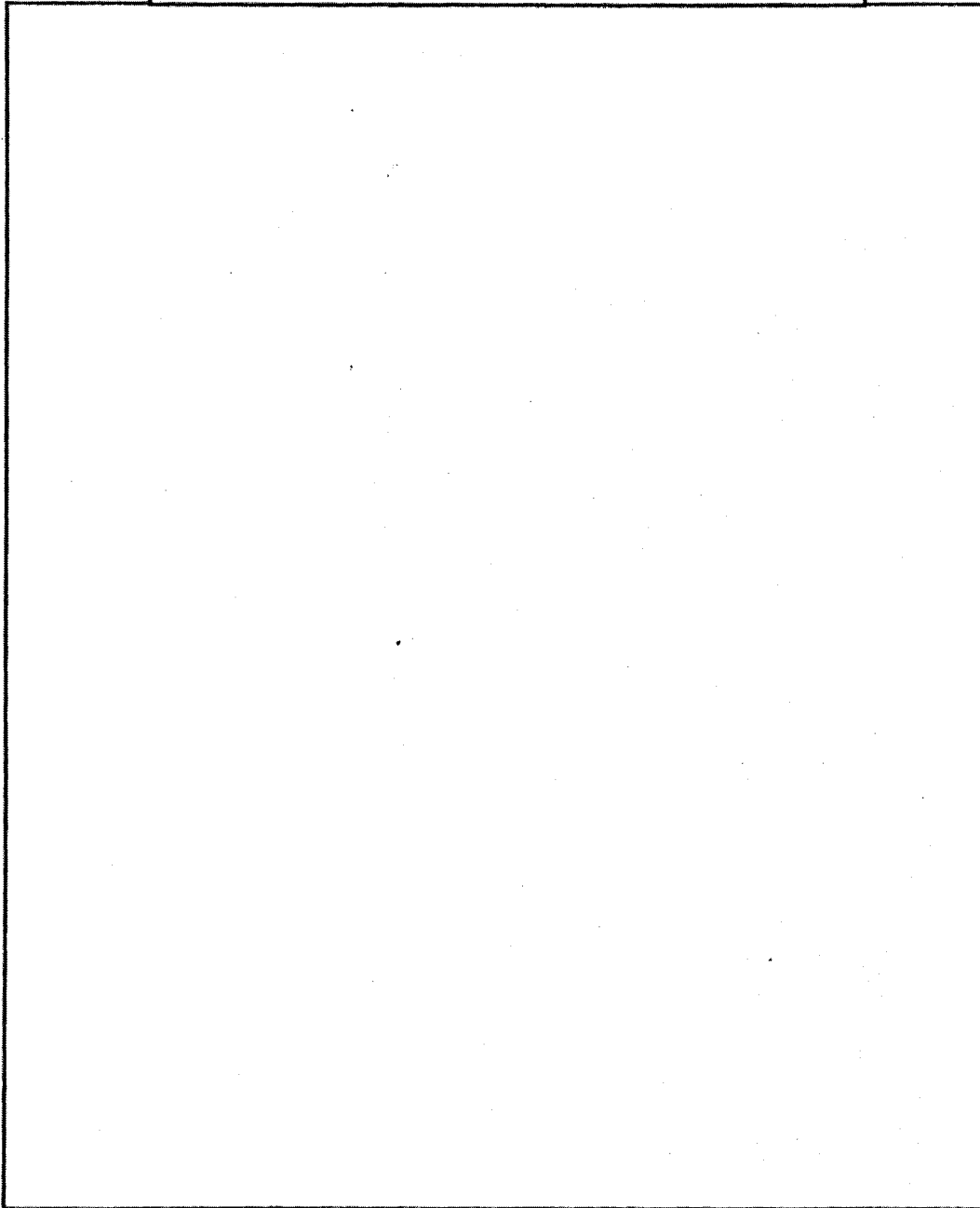
- A.
- B. Alternate Relevant Questions
- C. Serious Crime Reference Sheet
- D. Espionage and Terrorism Reference Sheet
- E. Sample FD-497
- F. Sample FD-498

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Appendix A

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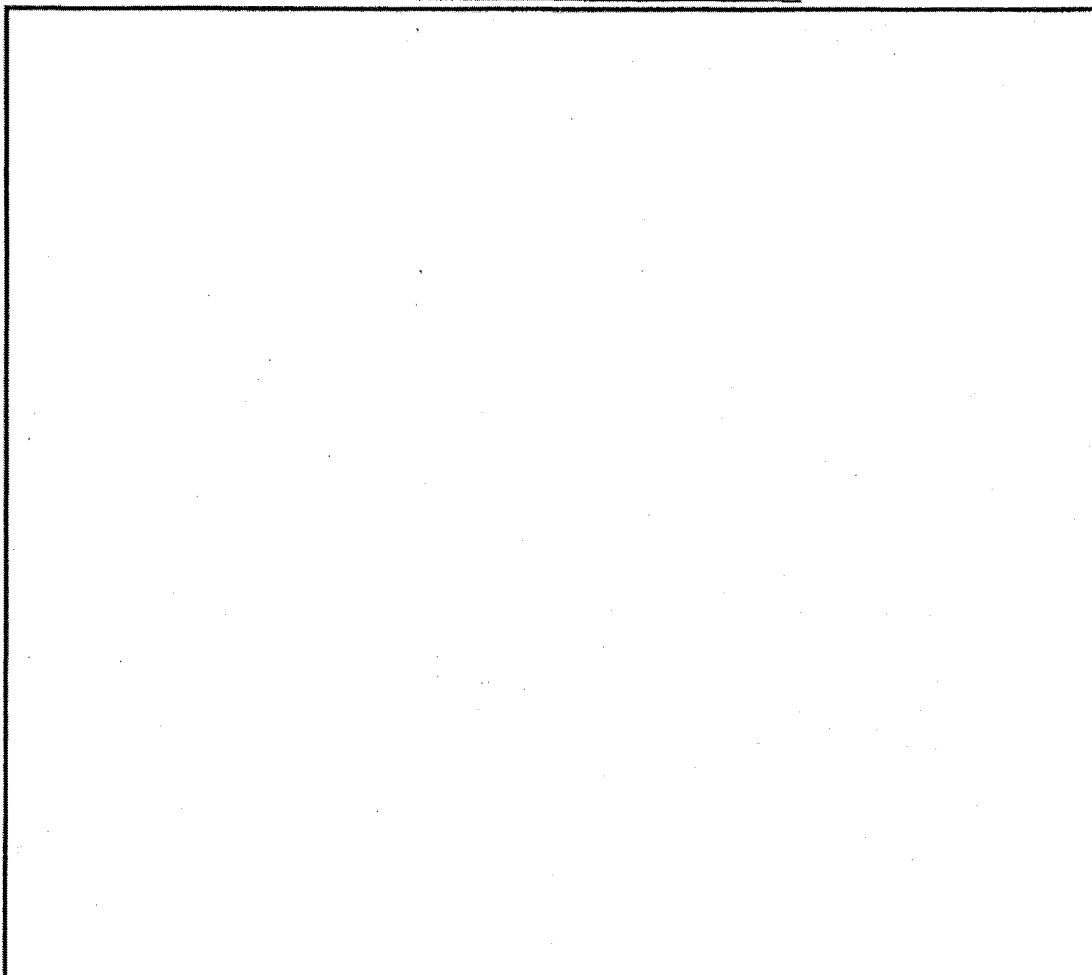


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Appendix B
Suggested Alternate Relevant Questions

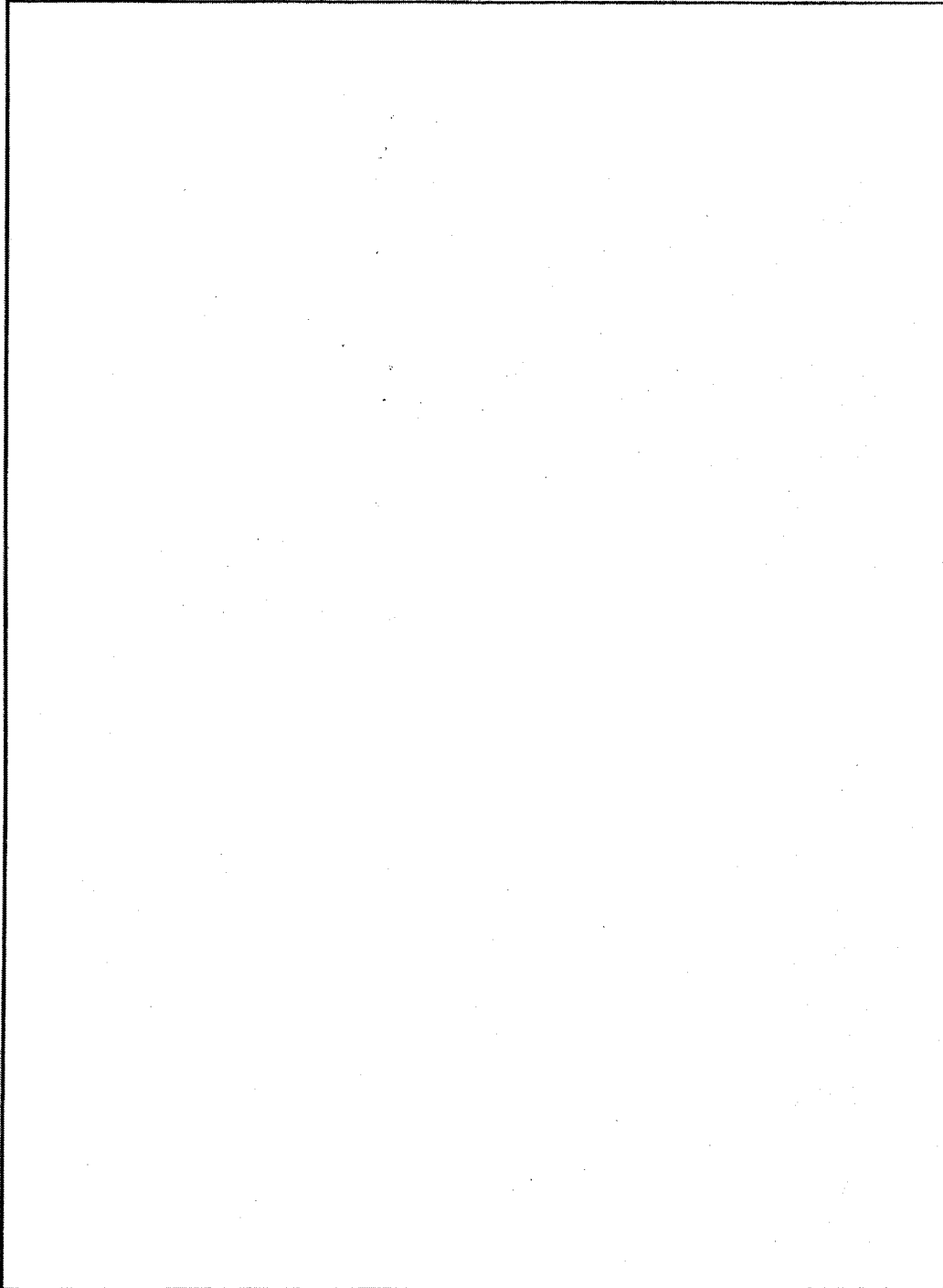


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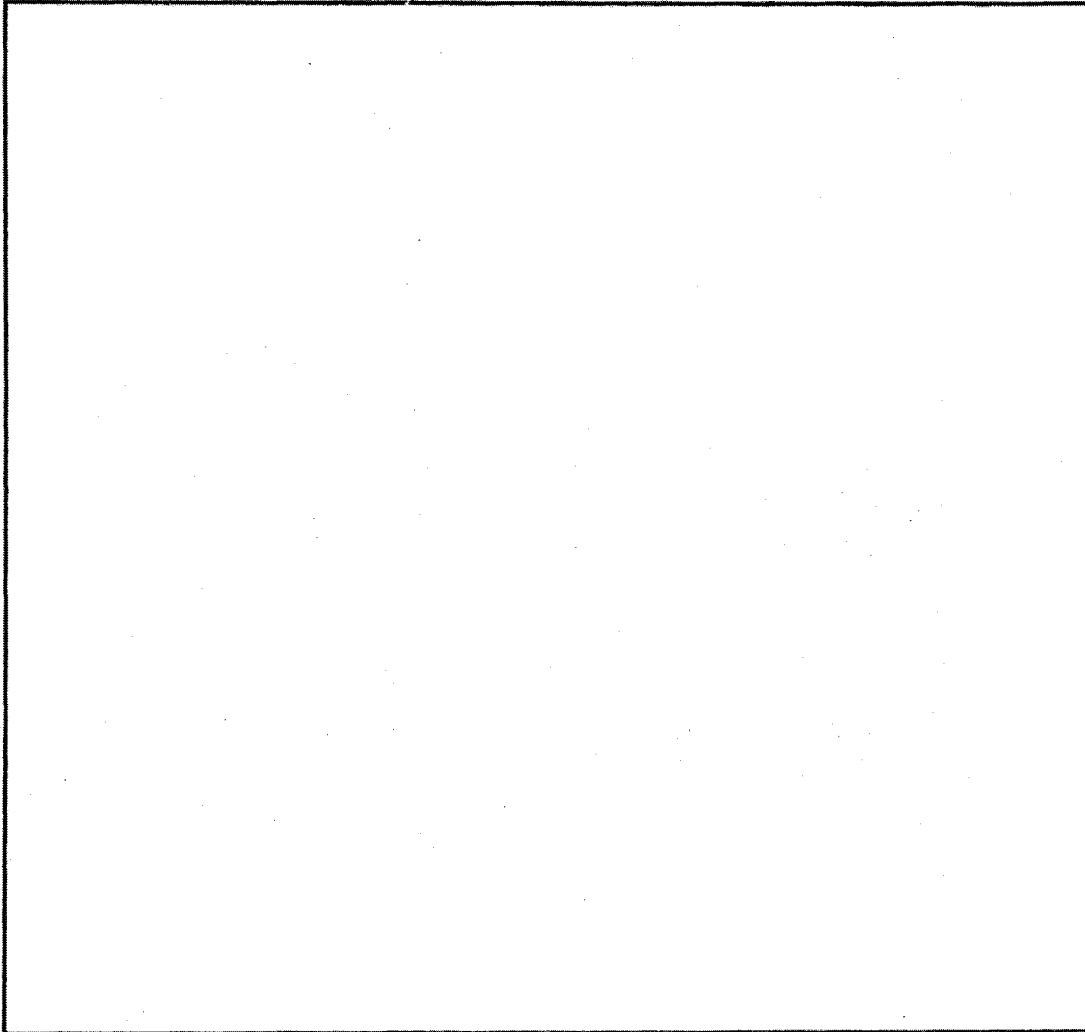
Appendix C - FBI Polygraph
Pre-test Review of Serious Crime Question
Applicant Examination (Suitability Series)



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Appendix D

FBI Polygraph
Pre-test Review of Espionage and Terrorism Questions
Personnel Security Examination and Applicant Examination
(Security Series)



FBI

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POLYGRAPH EXAMINATION WORKSHEET

Date of Report		Examination Date		Examiner	
Case ID #			Location of Examination		
Examination Requested By					
Examinee Name (Last, First, Middle)					
Date of Birth		Place of Birth			
HT	WT	Sex	Age	SSN	Marital Status
Current Address				Phone Number	
Previous Examination				Retest <input type="checkbox"/> Yes <input type="checkbox"/> No	
Education (Total Years _____) (Degrees Obtained)					

Employment/Military

Health/Medication

Arrests/Convictions

Criminal <input type="checkbox"/>	PSP <input type="checkbox"/>	Date _____	Time In _____	Time Out _____
FCI/TER <input type="checkbox"/>	WTFSEC <input type="checkbox"/>	Date _____	Time In _____	Time Out _____
Applicant <input type="checkbox"/>	Outside Agency <input type="checkbox"/>	Date _____	Time In _____	Time Out _____
OPR <input type="checkbox"/>		Date _____	Time In _____	Time Out _____

	FBI MQQT	POT	Other	Total
Number of Series	_____	_____	_____	_____
Number of Charts	_____	_____	_____	_____
Instrument Type	Serial Number _____			

Examination Results

Series I _____ Series II _____ Series III _____ Series IV _____ Series V _____

Additional Information Obtained? ☐ Yes ☐ No

Pre-Test Admission ☐ Pre-Test Confession ☐

Post-Test Admission ☐ Post-Test Confession ☐

Comments

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FEDERAL BUREAU OF INVESTIGATION
POLYGRAPH REPORT

POLYGRAPH RESULTS			FOR FBIHQ USE ONLY	
Series Type:	Series #:	Results:	Re-Test: <input type="checkbox"/> (Yes)	
			Countermeasures strongly suspected. Recommend no further testing: <input type="checkbox"/> (Yes)	
REVIEWED BY: _____			DATE: _____	
Date of Report	Date of Examination	Case ID #	Examiner's Name (Last, First)	
Field Office/Agency Requesting Examination		Authorizing Official	Date Authorized	
FBIHQ		Director, FBI	03/01/1994	
Examinee's Name (Last, First, Middle)		Date of Birth (mm/dd/yyyy)	SSN (xxx-xx-xxxx)	

Case Title:

APPLICANT'S NAME
BUAP - SPECIAL AGENT/SUPPORT/CONTRACTOR
PRE-EMPLOYMENT POLYGRAPH EXAMINATION
DIVISION

Case/Examination Synopsis:

This applicant is seeking employment with the FBI and has agreed to undergo polygraph testing as part of the application process. The focus of this examination involved

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[Redacted]

The applicant was afforded a polygraph consisting of the following relevant questions:

Series I [Redacted]

- A) [Redacted]
- B) [Redacted]

Series II [Redacted]

- A) [Redacted]
- B) [Redacted]
- C) [Redacted]

[Redacted]

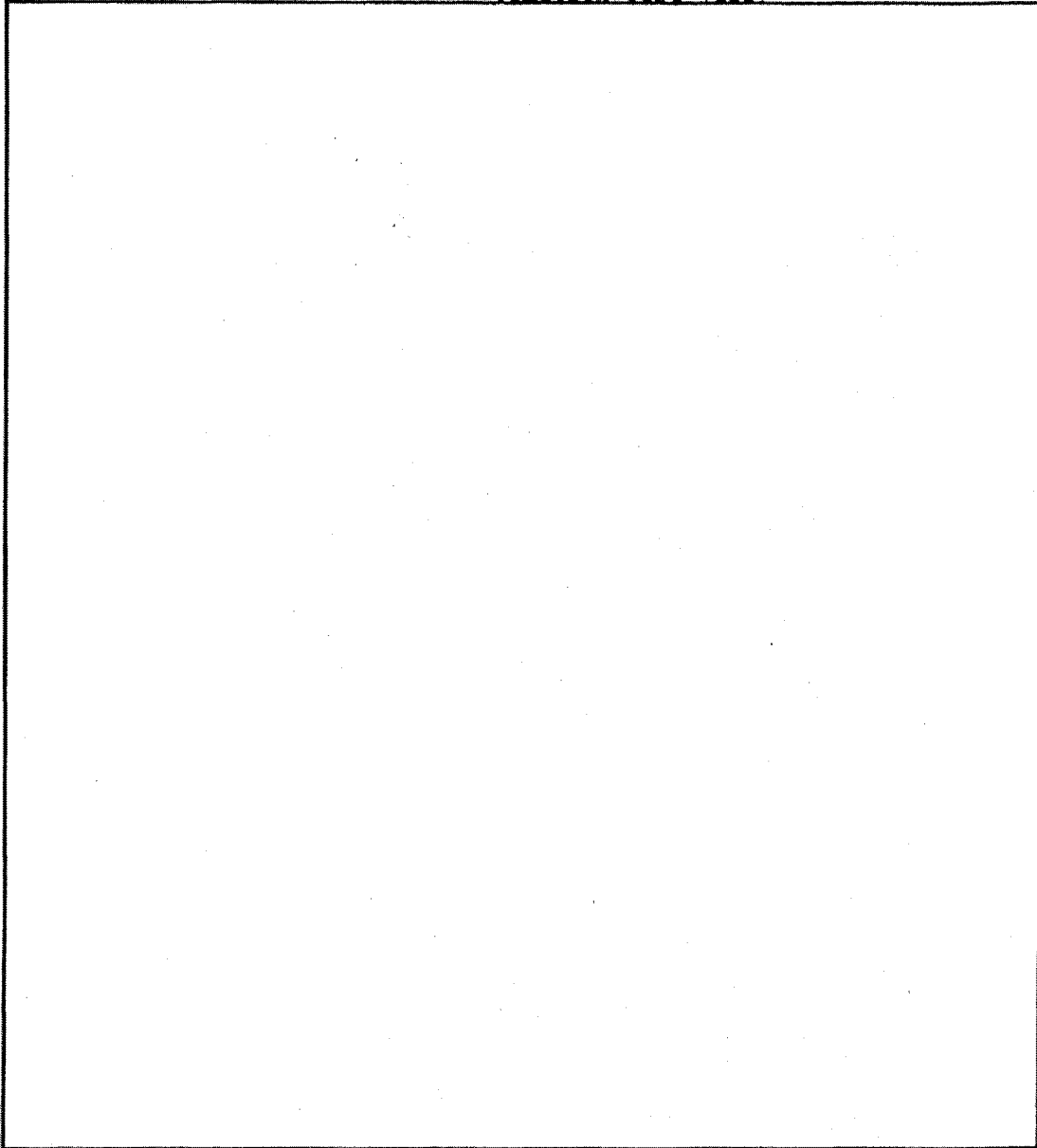
TRANSCRIBE WRITTEN STATEMENT

The results of this examination are located in the header of this report.

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Chapter 15

The Concealed Information Test (CIT)

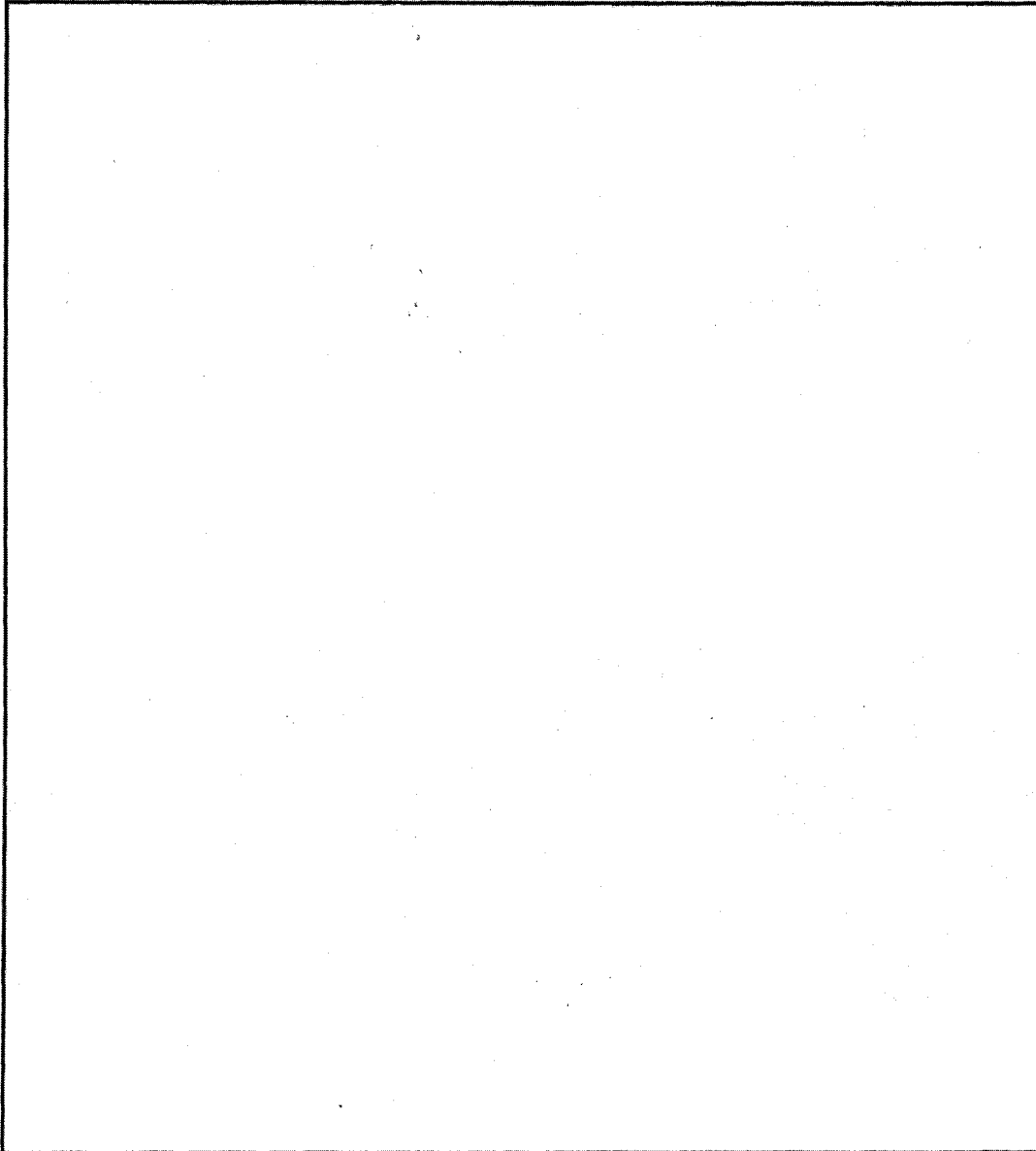


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Addendum
Federally Approved Polygraph Programs



FILE

